

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**PUBLIC WORKS DIRECTOR
PUBLIC WORKS DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs responsible, professional administrative and technical work directing the activities of the City's Public Works Department. Employee reports to the Assistant City Manager, and serves at the pleasure of the City Manager.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for planning, organizing, directing and coordinating the activities of the Public Works Department. Work involves planning, developing and implementing proposals and programs to administer revenues to maintain and expand services in accordance with needs of the City as ascertained by surveying and conferring with residents and public officials. The major emphasis of the work is on policy development and overall departmental administration and coordination. Supervision is exercised directly or through subordinate administrators over a staff of professional, technical, operational, and supporting personnel. Employee represents the City on engineering related projects and serves as liaison and technical consultant for the City. Tact and courtesy are required in frequent contact with contractors, vendors, consultants and the general public. Extensive judgment is required in making decisions with a high degree of accountability. Work is performed under broadly outlined objectives, under little or no direct supervision of the City Manager's Office and is evaluated through conference and the analysis of program achievements.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Plans, organizes and directs public works construction and maintenance activities to ensure service of current and anticipated needs of City; anticipates municipal growth and develops strategies to render service; ensures compliance with State and federal regulations; projects manpower and staffing requirements to meet current and anticipated needs.

Supervises all administrative matters in the Public Works Department, including budget and grant proposal preparation and administration, accounts payable, general ledger monitoring, scheduling and personnel matters.

Monitors expenditure of departmental funds within approved limitations throughout the fiscal year; recommends capital improvement projects and their funding mechanisms.

PUBLIC WORKS DIRECTOR

Plans, organizes, supervises and inspects the work of crews engaged in street, road, and storm water maintenance and construction, rights-of-way and other public works maintenance, repair and construction activities.

Directs and assists with the selection, orientation and training of new personnel.

Develops and prepares various reports, studies, correspondence, and other data pertaining to departmental operations, and submits such reports, studies, correspondence, etc., as required by federal, State or local regulations, or as requested by City Manager or City Council, or as otherwise deemed appropriate.

Coordinates the preparation of plans and specifications for construction projects undertaken by the department.

Reviews work of supervisors and directs them regarding policies, procedures, practices and problems.

Prepares the annual operating budget proposal.

ADDITIONAL JOB FUNCTIONS

Performs related work assignments as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices of leadership, organization and public administration.

Thorough knowledge of the administrative practices and procedures relative to civil engineering and public works operations.

Thorough knowledge of the principles and practices of civil engineering as applied to the design, construction and maintenance of a wide variety of municipal public works facilities.

Thorough knowledge of the occupational hazards and proper safety precautions of public works construction and maintenance work.

Considerable knowledge of the financing sources and programs available through State and federal funding agencies for construction and public works infrastructure systems.

Considerable knowledge of the current literature, trends and development in the field of civil engineering and public works administration.

General knowledge of rules and regulations of the Environmental Protection Agency and the North Carolina Division of Environment, Health and Natural Resources.

General knowledge of the rules and regulations of the Federal Communications Commission.

Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to plan, assign and coordinate the work of a large professional and technical staff.

Ability to prepare a budget and monitor department expenditures.

Ability to prepare clear and comprehensive financial, administrative and analytical reports.

Ability to effectively express ideas orally and in writing.

PUBLIC WORKS DIRECTOR

Ability to establish and maintain effective working relationships with municipal, City and State officials, developers, contractors and the public as otherwise necessitated by work assignments.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's degree in public administration, civil engineering, urban and regional planning, or a related field, and 6 to 9 years of progressively responsible experience in local government program administration, including 3 to 5 years of responsible department-level supervisory experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

SPECIAL REQUIREMENT

Possession of a North Carolina Class "C" driver's license.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Salary Grade 29
Exempt